

**Editorial Section**

**Editorial Supervisor**

1. Acts as assistant to the Editor-in-Chief and assumes the latter's duties in his absence.
2. Carries out editorial duties on any chapter of JANIS as need arises and when assigned by the Editor-in-Chief.
3. Edits Chapter I (Brief) of JANIS and prepares it for publication, selecting such figures as will be used therein, and preparing specifications for the Graphic Section for their reproduction.

Incumbent - Dr. Feveril Meigs. (1944-1945)

JCS Declassification/Release Instructions on File

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

## Editorial Section

### Editor for Chapter II (Military Geography)

1. Maintains liaison with the contributing agency in order to assist them in preparing their material in accordance with the adopted editorial standards of JANIS.
2. Checks all incoming material for the assigned chapter.
3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
4. Selects photos and maps from those submitted for all chapters for use in his own, prepares specifications for the Graphic Section covering changes or corrections, size of reproduction, colors to be used, etc.
5. Prepares captions for all figures in conformity with adopted standards and makes a complete list of same for the Graphic Section.
6. Keys all figures and plans into the text by appropriate references and marks manuscript copy for figure placement.
7. Corrects spelling of all place names in text and figures in accordance with decisions of the Board on Geographic Names.
8. Prepares a Table of Contents for his chapter.
9. Numbers all pages of edited text consecutively and stamps each page with JANIS number and security classification.
10. Edits the Brief of his chapter for inclusion in Chapter I.
11. Recommends changes in the Outline Guide for his chapter which will make for improvement, speed in preparation or avoidance of duplication.
12. Recommends improvements in or additions to JANIS editorial standards.
13. Answers proofreader's queries on galley and page proofs, and checks dummy for proper figure placement, text continuity, etc.
14. Aids in editorial work on other chapters as assigned by Editor-in-Chief.

Incumbent - Major Herbert Rasche, A.C.

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Editorial Section

Editor for Chapter III (Oceanography)

1. Maintains liaison with the contributing agency in order to assist them in preparing their material in accordance with the adopted editorial standards of JANIS.
2. Checks all incoming material for the assigned chapter.
3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
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14. Aids in editorial work on other chapters as assigned by Editor-in-Chief.

Incumbent - Lt. Comdr. D.J. Clinton, USNR.

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## Editorial Section

### Editor for Chapter IV (3) (Coasts and Landing Beaches)

1. Maintains liaison with the contributing agency in order to assist them in preparing their material in accordance with the adopted editorial standards of JANIS.
2. Checks all incoming material for the assigned chapter.
3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
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13. Answers proofreader's queries on galley and page proofs, and checks dummy for proper figure placement, text continuity, etc.
14. Aids in editorial work on other chapters as assigned by Editor-in-Chief.

Incumbents - Dr. C.F.S. Sharpe, Mr. R.G. Levens, Sq. Leader R.D. Guest, RAF.

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**Editorial Section**

**Editor for Chapter V ( Climate and Meteorology )**

1. Maintains liaison with the contributing agency in order to assist them in preparing their material in accordance with the adopted editorial standards of JANIS.
2. Checks all incoming material for the assigned chapter.
3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
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14. Aids in editorial work on other chapters as assigned by Editor-in-Chief.

Incumbent - Lt.(jg) Louis O. Quam, USNR.

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**Editorial Section**

**Editor for Chapter VI (2) (Port Facilities)**

1. Maintains liaison with the contributing agency in order to assist them in preparing their material in accordance with the adopted editorial standards of JANIS.
2. Checks all incoming material for the assigned chapter.
3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
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14. Aids in editorial work on other chapters as assigned by Editor-in-Chief.

**Incumbents - Corporal Wallace Werble, Mr. E.F. Grant.**

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## **Editorial Section**

### **Editor for Chapter VII ( Transportation and Communications)**

1. Maintains liaison with the contributing agency in order to assist them in preparing their material in accordance with the adopted editorial standards of JANIS.
2. Checks all incoming material for the assigned chapter.
3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
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7. Corrects spelling of all place names in text and figures in accordance with decisions of the Board on Geographic Names.
8. Prepares a Table of Contents for this chapter.
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14. Aids in editorial work on other chapters as assigned by Editor-in-Chief.

**Incumbent - Dr. Milton Crane.**

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## Editorial Section

### Editor for Chapter VIII (Cities and Towns)

1. Maintains liaison with the contributing agency in order to assist them in preparing their material in accordance with the adopted editorial standards of JANIS.
2. Checks all incoming material for the assigned chapter.
3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity, and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
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14. Aids in editorial work on other chapters as assigned by Editor-in-Chief.

Incumbent - Dr. Milton Crane.

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## Editorial Section

### Editor for Chapter IX (2) (Resources and Trade)

1. Maintains liaison with the contributing agency in order to assist them in preparing their material in accordance with the adopted editorial standards of JANIS.
2. Checks all incoming material for the assigned chapter.
3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
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12. Recommends improvements in or additions to JANIS editorial standards.
13. Answers proofreader's queries on galley and page proofs, and checks dummy for proper figure placement, text continuity, etc.
14. Aids in editorial work on other chapters as assigned by Editor-in-Chief.

Incumbents - Captain B.E. Grant, A.C., and Mr. L. Constance.

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## Editorial Section

### Editor for Chapter X (People and Government)

1. Maintains liaison with the contributing agency in order to assist them in preparing their material in accordance with the adopted editorial standards of JANIS.
2. Checks all incoming material for the assigned chapter.
3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
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12. Recommends improvements in or additions to JANIS editorial standards.
13. Answers proofreader's queries on galley and page proofs, and checks dummy for proper figure placement, text continuity, etc.
14. Aids in editorial work on other chapters as assigned by Editor-in-Chief.

Incumbent - Mrs. Beryl Wisman.

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Editorial Section

Editor for Chapter XI (Health and Sanitation)

1. Maintains liaison with the contributing agency in order to assist them in preparing their material in accordance with the adopted editorial standards of JANIS.
2. Checks all incoming material for the assigned chapter.
3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
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12. Recommends improvements in or additions to JANIS editorial standards.
13. Answers proofreader's queries on galley and page proofs, and checks dummy for proper figure placement, text continuity, etc.
14. Aids in editorial work on other chapters as assigned by Editor-in-Chief.
15. Handles all matters dealing with decisions on geographic names by the Board on Geographic Names.
16. Prepares Lists of Effective Pages.

Incumbent - Ensign Betty B. MacMillan, USNR.

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**Editorial Section**

**Editor for Chapter XII (Defenses)**

1. Maintains liaison with the contributing agency in order to assist them in preparing their material in accordance with the adopted editorial standards of JANIS.
2. Checks all incoming material for the assigned chapter.
3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
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14. Aids in editorial work on other chapters as assigned by Editor-in-Chief.

**Incumbent - Captain Lyman Lynn, A.C.**

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**Editorial Section**

**Editor for Chapter XIII ( Naval Facilities)**

1. Maintains liaison with the contributing agency in order to assist them in preparing their material in accordance with the adopted editorial standards of JANIS.
2. Checks all incoming material for the assigned chapter.
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14. Aids in editorial work on other chapters as assigned by Editor-in-Chief.

**Incumbent - Captain Lyman Lynn, A.C.**

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**Editorial Section**

**Editor for Chapter XIV (Air Facilities)**

1. Maintains liaison with the contributing agency in order to assist them in preparing their material in accordance with the adopted editorial standards of JANIS.
2. Checks all incoming material for the assigned chapter.
3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
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13. Answers proofreader's queries on galley and page proofs, and checks dummy for proper figure placement, text continuity, etc.
14. Aids in editorial work on other chapters as assigned by Editor-in-Chief.
15. Maintains a record of all errata and changes in published JANIS and prepares them for publication.

Incumbent - Captain Lyman Lynn, A.C.

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**Editorial Section**

**Editorial Assistant**

1. Assists editors in checking tabulations, figures, spelling of place names, references, etc.
2. Assists in whatever editorial work is assigned by the Editor-in-Chief, to insure the making of chapter deadlines.
3. Maintains the editorial library of charts, plans and figures and supplies the editor with these as needed.
4. Secures for the editors such reference material, from the contributor or other agencies, as they may require.
5. Under the supervision of editors, checks dummy make-up for proper figure placement, proper text continuity, etc.

Incumbent - Miss E. L. Watkins.

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Editorial Section

Editorial Secretary

1. Assists Editor-in-Chief in whatever duties assigned.
2. Maintains all editorial files.
3. Prepares from dictation all editorial memoranda.
4. Logs in all JANIS material and maintains complete records thereof.
5. Maintains a general progress report on all JANIS work, including editorial, graphic, and reproduction.
6. Maintains a progress report on JANIS work in preparation by the contributing agencies.
7. Assists in the preparation of errata and changes for published JANIS.
8. Performs all stenographic work and typing for the editorial section, as required.

Incumbent - Mrs. Ann F. Cooper

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